LOGOTRON
WRITER 1295

Please note: We recommend storing files on a separate data disk.

Loading the program on the Commodore 64®—Insert the disk in drive and close drive door. Turn on computer, drive, monitor and printer (On the **Commodore 128**, hold down Commodore Key and turn on computer).Type **LOAD "*",8,1** and press [RETURN].

Loading the program on the IBM®—

For a Floppy Disk System: Boot your system with your DOS disk. At the A> remove DOS disk and insert program disk in Drive A. Type FILE. Insert DOS disk (2.0 or higher) in Drive B. If using a single drive system, follow the screen prompts. At the A>, type **INSTALL FLOPPY** and press ENTER. This procedure copies DOS onto your program disk to make it self booting.

To Load Program Disk: Insert Program disk in Drive A and turn on the computer. Program will load automatically. If already at the A>, type in **Write** and press ENTER.

For a Hard Disk System: Turn on computer. At C>, insert program disk in Drive A. Type **A:INSTALL HARD** and press ENTER. This copies files into subdirectory / **WRITER.** (Be sure to set the path or pathname in SET-UP for STORAGE to drive C and the directory path to /WRITER).

To Load Program: Turn on Computer. At C>, type **CD/WRITER** and press ENTER. Type in either **Write, Plan or File** and press ENTER

MAIN MENU OPTIONS

Press the RIGHT/LEFT CURSOR key to highlight a main menu option. Press the DOWN ARROW key to pop up the submenu. To cancel a choice, press [ESC] ([STOP] on the **C64**). You can also type the first letter of a command.

STORAGE lets you create directories, erase files, format disks, load and save documents. This also clears the current text to create a new text file. **EDIT** brings you inside the editor to type or modify your document. **OPTION** lets you search and replace character strings, preview your document, and check the spelling of words in your file. **SET-UP** allows you to custom configure your program. **PRINT** allows you to print all or a portion of your document. **QUIT** brings you out of the program and returns you to the operating system.

MOVING THE CURSOR

Commands	Function
CURSOR DOWN	To move down one line in your document.
CURSOR UP	To move up one line in your document.
CURSOR LEFT/RIGHT	To move to the left/right in your document.
RETURN	To move to the beginning of the next line.
RIGHT/LEFT CURSOR	To highlight menu options.
DOWN ARROW	To pop-up menu options.
RETURN	To select the highlighted option.
STOP (C64) ESC (IBM)	To cancel selections.
F1	To accept an input box.
F2	To access help information.
F3	To mark blocks for operating.
CTRL F3 (IBM, C64)	To clear mark.
F4	To activate the editing pop-up menu.

SPECIAL EDIT KEYS

	IBM	COMMODORE
Cut	CTRL C	CTRL C
Paste	CTRL P	CTRL P
Delete word	CTRL D	CTRL D
Screen down	F5 or PgDn	F5
Screen up	F6 or PgUp	F6
End of line	F7	F7
Beginning of line	F8	F8
Forward one word	CTRL F	CTRL F
Backward one word	CTRL B	CTRL B
Top of screen	HOME	HOME
Top of document	CTRL/HOME	Shift/HOME
Bottom of screen	END	CTRL
Bottom of document	CTRL/END	CMDR
Delete	Delete	Left arrow
Backspace	Backspace	Delete key
Tab	Tab	CTRL T
Page feed	CTRL E	CTRL E

ENTERING YOUR DOCUMENT

This feature allows the user to enter or edit a document.

EDIT — Select EDIT from the main menu to enter your document. If you have a document already loaded and would like to enter a new document, select NEW TEXT within STORAGE first. This will clear the text.

MARKING BLOCKS — This is used to mark a block of data for editing. To mark a block, enter your document, move the cursor to the top left hand corner of the block to be marked and press F3. Next move the cursor to the bottom right hand corner of the block and press F4. If you decide not to operate on a marked block, use **Clear Mark** (see under **Moving the Cursor**).

EDIT COMMANDS

Once you have entered the editor press F4 to display the editing pop-up menu.

Please note: You must specify a block with the F3 command in order for the edit commands to operate.

CUT TO MEMORY — This moves the marked block into a temporary holding area. It will delete the original block from your document.

CUT TO FILE — This writes the marked block to a file on your disk and deletes the original block. The program will ask you for a filename.

COPY TO MEMORY — This copies the block into a temporary holding area to be used when PASTING.

COPY TO FILE — This copies the block to a file on your disk. The program will ask you for a filename.

PASTE FROM MEMORY — This copies the data from a temporary holding area to the block marked in your text.

PASTE FROM FILE — This writes the block from a file on your disk to the block marked in your text. The program will ask you for a filename.

DELETE BLOCK — This erases the text in the block you have marked.

OPTIONS

When OPTIONS is selected, a pop-up menu appears with the following choices: Search, Search and Replace, Preview Text, and Spell Check.

SEARCH — SEARCH allows you to search your document for the occurrence of a word or words up to 20 characters long. The search begins at the location of your cursor in the document. You will be asked if you wish the search to be case sensitive or not; if you reply N, the search will ignore the difference between upper and lower case letters.

SEARCH AND REPLACE — This lets you search your document for a word or words up 20 characters long and replace it with another set of characters. The search begins at the location of your cursor in the document. You will be asked if you wish the search to be case sensitive or not; if you reply N, the search will ignore the difference between upper and lower case letters. You can then choose if you wish to verify each replacement or not. If you respond Y, the search will stop at each occurrence of the search string and ask if you want it replaced with the replacement string.

PREVIEW TEXT — Since your document is not likely to look the same way printed as it does on the screen, we suggest that you use "Preview Text", which shows your document as it would appear printed. The printer fonts selected will not appear until the final document is sent to the printer. If the document is wider than the screen, you can use the cursor keys to view the document. Use the PgDn key (F3 on **C64**) to see next screen of text.

SPELL CHECK — SPELL CHECK sorts your document alphabetically and checks it against the program's dictionary. This procedure checks from the cursor forward and leaves the cursor at the end of the last word checked. On the Commodore you will be asked to insert the reverse side of the disk into your drive. If no misspelled words are found you will receive the message "No misspelled words found" and return to the main menu.

If misspelled words are found, you will be returned to the location of the first misspelled word. The word will be highlighted, and a window will appear at the bottom of the screen containing the word in question. To change the word, enter the new spelling and press F1. If you do not wish to change the word, simply press F1. This process will repeat until all misspelled words have been checked; you will then be returned to the main menu. If, during the spell check, you wish to abort this operation, press [ESC] ([STOP] on the **C64**).

SET-UP

This option allows you to custom configure the program to meet your equipment requirements and personal preferences. Pressing [RETURN] here reveals a pop-up menu with: Printer set-up, Set-up screen and Save set-up. When you have entered all choices, type F1.

PRINTER SET-UP — Use the printer set-up screen to enter all the details the program needs in order to work with your printer. You may need to refer to your printer manual.

Device/Slot— For the **C64**: 4. IBM: Printer device LPT1:.

Command Address — For the Commodore only: the secondary address.

ASCII — Type Y if your printer is ASCII or N if your printer is not ASCII. *Linefeed* — If your printer requires a linefeed type Y.

Control Characters — If you want to use a printer font control in your document, you must enter the ASC II decimal character for that font control in order to have it print correctly, separating each 2 digit number with a comma (For example: 27,36,1)

BOLD	ON_____	OFF_____
UNDERLINE	ON_____	OFF_____
COMPRESSED	ON_____	OFF_____
EXPANDED	ON_____	OFF_____
QUALITY	ON_____	OFF_____
USER#1	ON_____	OFF_____
USER#2	ON_____	OFF_____

SET-UP SCREEN — This allows the user to select the screen colours. Use the spacebar on the **IBM**, [RETURN] on the **C64** to change the colour.

PRINT CONTROLS - From within the editor, press F1 to display the 'Print Controls'

menu. Each print control causes a special character to appear to indicate the beginning and end of the affected text. When your cursor is on a special character, you can see a description of the control on the second line of the screen.
The first seven choices are the printer font controls. These are: Boldface, Underline, Compressed Print, Expanded Print, Quality Print, User Format #1 and User Format #2. 'User Formats' are fonts your printer can print that you might wish to choose, such as subscripting. To define a User Format, type the printer control number (listed in printer manual) of a desired font in the 'printer set-up' section. Place one printer control before the text you wish to affect, and one at the end of the text. If a control is off, selecting it will turn it on and vice versa.

SET-UP STORAGE — This allows you to set-up to use one or two disk drives.
Program Files— This is the drive in which you place your program disk.
Device/Slot — For Commodore, this is the Device number for your drive, usually 8. This does not apply to the **IBM**.
Drive— This is the number of the drive in which you insert your program disk. This is 0 for the Commodore with single disk drive units or drive A for the **IBM**.
Data files —This is the drive where all your files will be stored. Enter the corresponding information as you did for the program drive above.
SAVE SET-UP — This lets you save a set-up on disk. After saving the set-up, the next time you use the program, it will be automatically loaded. If you want to temporarily change printer controls or screen colours, change the set-up but do not save it.
MERGE MARK — You can use the Merge Mark feature to import the names and addresses from your database, The Filer, to a form letter. Merge Mark is used to mark the place where you will be bringing in data. Each merge mark will bring in successive fields from your database exported file. The program will ask you for a file name. When you select the Print/Merge command, the exported files from the FILER have the suffix '.IED'. You may use any file which is properly set up to be merged, i.e. one field per line and a forward slash / on a line by itself to indicate the end of the record. For example:

Mr. Dickie Laidwell
123 Newbald Street
Harefield
Boreham.
/

SET TABS — Set Tabs allows you to set the location of your tabs. Enter the column numbers, separated by commas, where you wish your tab settings to be.
Please note: The remaining print controls require that your cursor be at the first position of a line. They will operate from the position of your cursor to the end of the document or to the next print control that may override it. **Page Format, Header, Footer,** and **Chain File** must appear on a line by themselves.
JUSTIFICATION — This will justify the right margin of the text.
PAGE FORMAT — This lets you set left, right and top margins, lines per page, and line spacing. Default settings are 10, 70, 5, 55 and 1 respectively.
CENTER — This option will center the line of text between your margins.
HEADER — The Header option allows you to enter a line of text (up to 80 characters) which will appear at the top of every page of your document. If you want the page number to appear, put a # sign in your header.
FOOTER — The Footer option allows you to enter a line of text (up to 80 characters) which will appear at the bottom of every page of your document. If you want the page number to appear, put a # sign in your footer.
CHAIN FILE — Chain File allows you to link another Writer file to the end of your current text file.
PRINTING
When PRINT is selected from the main menu a pop-up menu appears with the following choices: To printer, To file, or To printer/Merge. Move your cursor to where you want to send your text. Press [RETURN] to select your choice. 'To printer' outputs directly to your printer. 'To file' sends output to a standard ASCII file. 'To printer/Merge' will print your text, placing data from the merge file at the merge marks you defined.

EXIT
Leave the program and return to the operating system.

GENERAL STORAGE MENU OPTIONS
NEW TEXT — This option brings you into the Editor with a clean file.
LOAD TEXT — This will ask you for the filename you wish to load.
SAVE TEXT — This will save the document currently in memory.
DIRECTORY — This will list filenames on the disk in a pop-up window which you can scroll through. Press [RETURN] to see a directory of all files on the disk. Use the UP and DOWN ARROW keys to move through the directory. For longer directories, the page keys can be used to make scrolling faster and easier. To automatically select a document to load, move the cursor to the filename you want and press [RETURN]. The Logotron Writer 1295 filenames will end with '.lis'. If you wish to exit the directory without loading, press the [ESC] key (the [STOP] key on the **C64**).
ERASE FILE — 'Erase File' asks you for a filename and removes it from disk.
FORMAT DISK — 'Format' initialises disks for use by the program. When you are prompted for a disk name, insert a blank or reuseable disk and press [RETURN].

INTERFACING THE PLANNER, WRITER AND FILER

There are a number of ways in which you will want to interface files from one of your 1295 packages to another. These operations are easily achieved through the menu commands offered by the software.

Mail Merge is offered by the Writer. Selecting Merge Mark enables you to import records of names and addresses from your Logotron Filer 1295 to form a letter. In the Filer, you need to create an exported filer. For files to be properly set up for merging, there should only be one field per line and the end of the record must be delineated by a forward slash / on a line by itself.
Merge Mark is used to indicate the place where the data comes in. Each mark will bring in successive fields from the exported file. The program will automatically request a file name. Insert disk with file on. The files exported from the Filer will have the suffix .IED.

Importing files to Planner. The Set Up menu option Import Data allows you to enter data from a file for use in the Planner. Typically this will be from the Filer. When so requested by the program, simply enter the name of the file you wish to import.

Exporting Files from the Planner. Similarly, the Export Data option under the Set Up menu allows you to export a worksheet from the Planner, or a marked block of a worksheet. You will need to enter the name of the file you want the data to write to.

Importing records to the Filer. You will need to ensure that a database has been opened, then simply select Import Data from the Update menu. You will be asked to name the file from which you wish to import the data.

Exporting records from the Filer. When selecting this option from the Update menu, you will be asked to define the criteria according to which you want the records for export to be selected. When you are so asked by the program, enter the target filename, press RETURN, and the selected records will be written to that file.

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